

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

September 10, 1953

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 73

TO : Heads of Federal Agencies

SUBJECT: Survey of Electrical Business Machines

1. Purpose. This Circular announces a survey of electrical business machines used throughout the Government service with a view to obtaining more economical use of such equipment. The survey is being conducted by the General Services Administration and the General Accounting Office, at the request of the House Committee on Appropriations. This matter is referred to on Page 2 of the Committee's report on the First Independent Offices Appropriation Bill, 1954, House Report No. 276, 83d Congress.

It is the desire of the Committee that a report on this survey be submitted at the beginning of the next regular session of Congress.

2. Scope and Coverage. Because of the scope of the undertaking, it has been agreed that the General Accounting Office will assume leadership for the survey with respect to punch card equipment, bookkeeping machines, and electronic computers. The General Services Administration will assume leadership with respect to the survey of electrical typewriters, computing, dictating, duplicating, addressing, and other electrical business machines listed on the attached Exhibit 2. This Circular is concerned only with those machines for which the General Services Administration will assume leadership, as indicated on Exhibits 1 and 2. Microfilm equipment is to be excluded from reports under this Circular, but will be reported separately as provided for by General Services Administration Circular No. 68, dated July 9, 1953.
3. Reports to be Submitted. Each department or agency will assemble and submit the following material in an original and two (2) copies to the Comptroller, General Services Administration as soon as possible, but not later than October 9, 1953. In those instances where a department or agency's activities are widely dispersed throughout the United States and other parts of the world, extensions beyond this date will be considered.
 - (a) Detailed information for attached Exhibits 1 and 2 will be provided together with a summary of Exhibit 2 for the entire department or agency.

As indicated in the Comptroller General's letter of August 12, 1953 all machines covered on Exhibits 1 and 2 which are an integral part of a punch card, bookkeeping or electronic computer machine installation, will be reported to the General Accounting Office. However, a separate report of auxiliary equipment, such as electrical typewriters, addressing, computing machines, etc., will also be made

to the General Services Administration. In all such situations, however, punch card and bookkeeping machines will be reported only to the General Accounting Office.

- (b) Each department or agency will submit a report of the number and cost of machines determined to be excess to its needs. This report will include all of the types of machines covered on Exhibits 1 and 2 for the period January 1 to June 30, 1953.
- (c) Each department or agency will submit a report of the number and cost of machines reassigned or transferred between activities within its department or agency. This report will include all of the types of machines covered on Exhibits 1 and 2 for the period January 1 to June 30, 1953.
- (d) Each department or agency will submit a summary report of its electrical typewriters which are not in use at the time this information is assembled. This report will be supported by a similar report for each bureau, office or service, where appropriate, and will list the number of electrical typewriters according to the type, make, and carriage length.

In addition to the above reports, each department or agency will submit background data in an "Explanatory Statement", instructions attached, presenting its own evaluation of the effectiveness of its utilization of electrical typewriters and other business machines.

- 4. Method of Survey. On-site surveys will be conducted by the General Services Administration to the extent deemed appropriate and within the limits of our available facilities. The pattern to be followed in scheduling such surveys will be discussed with the designated official of each agency. It will be our purpose to accomplish such surveys with a minimum of inconvenience to the agency and with appropriate cognizance of any data already available.
- 5. Forms. Agencies requiring less than 100 copies of tabular forms, Exhibits 1 and 2, may obtain them from General Services Administration without cost. Provisions have also been made for those agencies requiring more than 100 copies of these forms to obtain them at cost from the Printing and Distribution Branch of the Office Services and Supply Division of the General Services Administration. Contact Mr. Dwight E. Smith, Room 2082, Regional Office Building, 7th and D Streets, S. W., Washington 25, D. C., phone, Code 151, Extension 3105, for this purpose.
- 6. Action Required. In order that we may move forward on this survey as soon as possible, without waiting for the receipt of the data to be included in the reports due October 9, 1953, it is requested that you notify the Comptroller, General Services Administration, of the name of your designated official with whom we may confer. We will then have a

designated representative of this Administration get in touch with him to make necessary arrangements and to be available for discussion of any questions that may arise in connection with the attached request for information.

The task involved is a difficult one at best. Your cooperation and assistance are earnestly requested to the end that useful and accurate data may be furnished to the House Committee on Appropriations on a timely basis.

7. Inquiries. Information concerning this Circular or the reports covered thereby may be obtained by communicating with Mr. Gustave A. Moe or Mr. Frederic A. McCleary, Office of the Comptroller, General Services Administration, Washington, 25, D. C.; telephone Executive 3-4900 (Government Dial Code 156), extension 3084.



EDMUND F. MANSURE
Administrator

Attachments

EXPLANATORY STATEMENT

A separate statement concerning the points outlined below will be submitted for each type of machine, items 1 through 11, Exhibit No. 2, for each bureau, office or service. These statements will be supported by all available work load data and statistics, performance tables, charts, and other data.

- A. Special Factors. Explain any special or unusual circumstances pertaining to the accountability and the utilization of each category of electrical business machines listed in Exhibit 2. Justify the utilization of the machines with reference to the functions they perform. In the case of electrical typewriters, space is provided in the "Remarks" block on Exhibit 1 for entry of special or unusual circumstances justifying the utilization and need for the machines.
- B. Management Controls. Outline briefly the management control devices in use, such as, pooling of electrical business machines to obtain greater utilization; controls over procurement of additional machines; establishment of use standards; extent of work measurement developments in the utilization of these machines together with all available work load data and statistics; policy relative to standby equipment, periodic surveys or inspections; and any other controls utilized.
- C. Agency Evaluation. Indicate your present method of obtaining the most effective utilization of electrical business machines listed on Exhibits 1 and 2. Indicate what progress is being made in the utilization of salary tables, mathematical tables, engineers handbooks, etc., to eliminate the need for business machines and such other similar situations as are pertinent to evaluating the economical use of electrical business machines.
- D. Discussion of Possibilities for Economy through Consolidation of Installations. The House Committee on Appropriations is interested in the possibilities of economies in the utilization of electrical business machines, such as, increasing the utilization of typewriting and transcribing machines in central stenographic pools; the consolidation of addressing and duplicating equipment under a single management; and other methods to achieve economies. Submit statements summarizing findings, recommendations and actions taken pursuant thereto, from surveys or studies which have been made during the past fiscal year covering the application and utilization of electrical business machines. Cover any other pertinent factors not previously discussed under the above headings.

REPORT OF ELECTRICAL TYPEWRITERS IN USE		BUREAU, OFFICE OR SERVICE
See reverse for instructions		ORGANIZATIONAL UNIT (Name and location of unit having physical custody of machine)
LOCATED (Check one) <input type="checkbox"/> IN UNITED STATES <input type="checkbox"/> OUTSIDE UNITED STATES	(Check one) <input type="checkbox"/> RENTED <input type="checkbox"/> GOVERNMENT-OWNED	APPROPRIATION TITLE
(Check one) <input type="checkbox"/> USED IN POOL <input type="checkbox"/> USED OUTSIDE POOL	TYPE OF MACHINE	
MAKE (Name of manufacturer)		
CARRIAGE LENGTH (Platen in inches)	NUMBER OF MACHINES INCLUDED IN THIS REPORT	
AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR (If report covers machines in a pool, enter total hours used per day for all machines)		
COST (If report pertains to Government-owned machines)		\$
ANNUAL RENTAL (If report pertains to rental machines)		\$
TYPE OF WORK (Enter time used for each of the following types)		AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR
A. CONTINUOUS FORMS OR INVOICE PREPARATION		
B. STENCIL OR REPRODUCTION WORK		
C. MULTIPLE COPIES (10 OR MORE)		
D. STATISTICAL OR TABULAR		
E. COPY OVER 15" IN WIDTH		
F. CORRESPONDENCE		
G. OTHER (Specify)		
H.		
I.		
J.		
K.		
L.		
REMARKS		
PREPARED BY (Signature)	TITLE	DATE PREPARED

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INSTRUCTIONS

Electrical typewriters include all electrically-operated machines (except bookkeeping and billing machines) which have the general appearance of typewriters, are used for producing printed characters as a substitute for writing, and have a keyboard, depression of keys serving to impress a type upon the paper through the medium of an inked or carbon ribbon. Examples are vari-typers, hectowriters, proportional spacing machines, etc. (See Comptroller General's decision B-78978 of September 2, 1948.)

Separate reports will be submitted for each machine except when machines are assigned to a typing pool and are all used for substantially the same types of work. In these cases a report will cover all machines of the same type, make and carriage length, except, that separate reports must be submitted for (a) rented machines and (b) Government-owned machines.

Machines located in Continental U. S. will be reported separately from those located in Territories, Possessions and Foreign Countries.

If report pertains to rented machines, show appropriation chargeable.

If report pertains to Government-owned machines, show the appropriation or other budget identification of the program for which the machine is used.

The possibility that the work done by a machine during any given period of time may fall within more than one of the type of work categories listed is recognized. In such case, the average hours of work should be entered opposite the type of work which is considered most important. The hours of such work should not be entered opposite any other type of work category. The total of the entries on lines A through L shall equal but not exceed the number of hours shown as the "Average Number of Hours Used Per Work Day During Past Year."

The amounts shown will be actual costs, or appraised value (preferably at date of acquisition) if actual cost is not reasonably ascertainable. Costs will be reported to the nearest dollar.

REPORT OF ELECTRICAL BUSINESS MACHINES IN USE, IN STOCK AND ON ORDER

AS OF _____

(JUNE 30, 1953 OR LATER DATE)

See reverse for instructions

BUREAU, OFFICE OR SERVICE _____

LOCATED (Check one)

☐

IN UNITED STATES

☐

OUTSIDE UNITED STATES

TYPE OF ELECTRICAL BUSINESS MACHINES (A)	M A C H I N E S									
	IN USE (Full or part time, or in repair status)				IN STOCK		ON ORDER		TOTAL	
	N U M B E R			TOTAL COST (E)	NUMBER (F)	COST (G)	NUMBER (H)	COST (I)	NUMBER (D+F+H) (J)	COST (E+G+I) (K)
	BUDGET AC- COUNT- ING AND REPORT- ING (B)	ALL OTHER PUR- POSES (C)	TOTAL (D)							
1. COMPUTING a. LISTING										
b. NONLISTING										
2. DICTATING										
3. TRANSCRIBING										
4. DUPLICATING										
5. ADDRESSING										
6. EMBOSSING										
7. RECORDING AND REPRODUCING										
8. TIME RECORDERS										
9. TIME CLOCK STAMPS										
10. CASH REGISTERS										
11. OTHER										

REMARKS

PREPARED BY (Signature) _____

TITLE _____

DATE PREPARED _____

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INSTRUCTIONS

This report will be prepared for each Bureau, Office or Service having physical custody of those machines listed on the face of this form. All machines will be reported irrespective of the method or means of financing used to acquire such machines, and will include rented machines and borrowed Government-owned machines. Revolving funds will be treated as an entity and be reported separately. An original and two (2) copies of each report will be submitted to the Comptroller, General Services Administration, on or before October 9, 1953.

Whenever any of the electrical business machines listed hereon are reported to the General Accounting Office as auxiliary equipment to installations of punch card equipment, bookkeeping machines and electronic computers, in accordance with instructions contained in the Comptroller General's letter of August 12, 1953, a separate report of such auxiliary equipment will be prepared with an original and two (2) copies and submitted as above. Identify such separate reports under "Remarks" at the bottom of form. Agencies will indicate by check mark in the upper right hand corner the location of the machines inside or outside the United States. U. S. territories and possessions will be treated as outside U. S.

DO NOT include any manually operated machines; machines determined to be excess to the needs of the agency; machines in the electrical typewriter category; microfilm equipment or machines on loan.

Instructions for filling certain columns of Exhibit 2 follow:

- A. COST COLUMNS. The amounts shown will be actual costs, or appraised value (preferably at date of acquisition) if actual cost is not reasonably ascertainable. Costs will be reported to the nearest dollar.
- B. IN STOCK. A reporting Bureau, Office or Service having machines in stock for its own utilization and/or for others, will include in such stock any machines in a standby or reserve status which are in its physical custody. State under "Remarks" whether machines stocked are for an individual Bureau, Office or Service, or an entire department or agency; give quantity and justification for machines in standby or reserve status.

A reporting unit having no machines in stock but having physical custody of machines for standby and/or reserve purposes will report such machines as in stock together with an appropriate explanation thereof.

- C. ON ORDER. Entries to this column will be made only by reporting Bureaus, Offices or Services having final responsibility for the placement and filling of approved orders for machines.

This report will include all types of electrical business machines which are similar to those contained in Class 54, Part III, of the Federal Supply Schedule for the period July 1, 1952, through June 30, 1953, and Part III, Section B, July 1, 1953 to June 30, 1954, with supplements for both years, and referred to by number in the description of the types of machines listed below. Following is a description of machines, types 1 - 11:

1. COMPUTING MACHINES
 - a. Listing: Machines of a printing and/or listing type which are used for adding, subtracting, multiplying, dividing, etc., similar to items numbered 54-M-4795. DO NOT include dual purpose machines which are reported to the General Accounting Office such as bookkeeping, billing, accounting, posting, tabulating or statement machines.
 - b. Nonlisting: Machines of a nonprinting and/or listing type which are used for adding, subtracting, multiplying, dividing, etc., similar to items numbered 54-M-16395.
2. DICTATING MACHINES: Machines of a cylinder or belt, magnetic paper, disc, magnetic tape or magnetic wire recording type, similar to items numbered 54-M-24695-10; 54-M-24695-20; 54-M-24695-26; and 54-M-24695-30.
3. TRANSCRIBING MACHINES: Machines of a cylinder or belt, disc, magnetic tape or magnetic wire recording type, similar to items 54-M-33895-10; 54-M-33895-20; 54-M-33895-26; and 54-M-33895-30.
4. DUPLICATING MACHINES: Machines utilizing the composition-roll-film; direct process-spirit duplicators; inked ribbon, offset or stencil paper principle, similar to items numbered 54-M-25970; 54-M-26795; 54-M-26815; 54-M-28300; and 54-M-28495.
5. ADDRESSING MACHINES: Machines of the metal plate, spirit or stencil type, similar to items numbered 54-M-395; 54-M-1000; and 54-M-1025.
6. EMBOSING MACHINES: Machines similar to 54-M-29055 for addressing-machine metal plates.
7. RECORDING AND REPRODUCING MACHINES: Machines of: (1) the disc (paper), ribbon-tape (magnetic), tape (film), or wire (magnetic) type, or (2) reproducing by facsimile, graphic, printed, or written on stencil, or recording paper, similar to 54-M-31750; 54-M-31751; 54-M-31752; 54-M-31753; and 54-M-31798.
8. TIME RECORDER MACHINES: Machines utilized for "in" and "out" recording of jobs and/or the arrival and departure time of employees, similar to 54-R-2650.
9. TIME CLOCK STAMPS: Machines utilized for stamping the "in" and/or "out" time of documents or other material, similar to 54-S-15798.
10. CASH REGISTERS: Machines utilized for the registering, keeping, segregation, etc., of cash, similar to 54-R-3450.
11. OTHER: This item is for the purpose of summarizing all other types of electrical business machines not included above. The details of each type of machine included in such summary will be listed separately in the explanatory statement with a suitable description of the items included in this category.